

OPI EDUCATION AND TRAINING ASSISTANCE AGREEMENT FOR NAME

Pursuant to the Office of Public Instruction's Education and Training Leave Assistance Policy, the following agreement between the Office of Public Instruction (OPI) and **NAME** outlines the mutual commitments between OPI and **NAME**. The purpose of this agreement is to assist **NAME** in her/his pursuit of continuing formal education directed toward acquiring skills and knowledge that will contribute to his/her professional growth and development. It is offered to **NAME** as an incentive to continue her/his employment with OPI.

REQUIREMENTS:

- Any educational institutions attended must be accredited and acceptable to OPI.
- Course work must lead to a undergraduate degree in a field related to **NAME**'s present position or which will help prepare her/him for more responsibility in a position at OPI. The division administrator must approve exceptions to this requirement in writing.
- The course of study is planned and leads to the undergraduate degree with the minimum of courses.
- **NAME** performs satisfactorily in her/his job, working on average 40 hours a week. Time spent attending class will not be considered work time.
- This agreement will be in effect for one year from date of signature. It is renewable with the approval of the OPI authorizing parties.

REIMBURSEMENT

- OPI will pay for half of **NAME**'s education expense up to a limit of \$1500 per year. Education expense covers tuition, fees, and cost of books in connection with courses. It does not cover travel, lodging, or other expenses incurred in the course of study.
- A passing grade (C or better) must be received or OPI will be reimbursed for its share of the cost of the course within two weeks following the end of the course.
- OPI will pay one-quarter at the beginning of the course and one-quarter at the end of the course. Payments will be made to **NAME** upon proof of registration and course completion.
- **NAME** continues her/his employment with OPI for at least one year after completion of the last course reimbursed by OPI. If **NAME** terminates her/his employment with OPI before one year is complete, she/he will reimburse OPI for the cost of the previous year's course work on a prorated basis. For example, if she/he leaves six months after the last course, she/he will pay 6/12 or 1/2 the amount OPI paid to her/him for educational expenses incurred in the previous 12 months. Payment is due upon termination.

TAXABILITY OF REIMBURSEMENTS:

OPI does not withhold Federal, state, or local wage taxes from amounts reimbursed under this agreement, nor will such reimbursements be reflected in the participant's annual Wage and Tax Statement (W-2).

Deputy Supt.	Date	Assistant Superintendent	Date
Division Administrator	Date	NAME , Employee	Date